

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

LANDSCAPE ARCHITECT SECTION

LANDSCAPE ARCHITECT APPLICANT APPRAISAL FORM

APPLICANT: LANDSCAPE ARCHITECT	
Type or print name of applicant	Birthdate

The applicant named above has applied for registration as a Landscape Architect in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: ☐ - very well ☐ - well ☐ - slightly ☐ - not at all
- My contacts with the applicant extend from _____ to _____
- These contacts were (check all that apply):
☐ - As an associate in landscape architectural work ☐ - As a student in my classes
☐ - In social or community affairs ☐ - In professional society activities
☐ - Other (specify) _____
- I am familiar with the applicant's work at _____
(name of company)
- Describe the principal duties performed by the applicant: _____

- Registration in Wisconsin is not by classification of any branch of landscape architectural practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant experience.
☐ - Design/Build Practice ☐ - Private Practice ☐ - Public Practice
- Provide any information or knowledge that you have of this applicant that would assist the Board in determining the applicant's competency to practice in the field of landscape architecture. Attach additional sheet if necessary.

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Please indicate whether the applicant had entry level competence in each of the practice areas by placing an "X" in one of the three areas listed i.e., yes, no, UK (unknown). NOTE: Experience in all areas is not mandatory.

	Yes	No	UK	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developing project criteria.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduling of a design program.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developing a project.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conducting site analysis, gathering and reviewing data..
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Studying and documenting of environmental factors and impacts.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Producing site analysis of existing physical, psycho-social, human, economic and regulatory conditions.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparing project feasibility studies based upon analysis data.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparing required public submittals for approval.

16. Design development including:				Yes	No	UK	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Code compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planting lists
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation requirements				

17. Preparation of contract documents including:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations required by local regulatory bodies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demolition plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planting plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preservation Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project coordination with other project design professionals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project manual preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site layout plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil test analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree removal

18. Construction administration including:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtaining client and regulatory approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Issuing change orders
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost estimates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating punch lists
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final walk-throughs to verify design implementation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field questions and issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post construction evaluation visits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verifying contractor billings				

19. In my opinion, considered as a whole, this applicant is qualified to be credentialed as a landscape architect.

☐ yes ☐ no

20.	Name (type or print)		Please affix seal or write in where registered, type of profession and registration number if applicable
	Firm		
	Title/Position		
	Address		
	City/State/Zip		
	Day Phone		
	Signature	Date	